

IC ANNUAL FOIA REPORT

FY 2017

Please complete the following worksheet and return it to the NIH FOIA Office by 2:00pm, Thursday, October 12, 2017. NO EXTENSIONS WILL BE GRANTED

PART I - FOIA Contact Information

IC:

Name of Person Completing the Report: Margaret Snyder

Title: OER FOI Coordinator

Address: RKL1 Rm 5170 6705 Rockledge Dr.

Phone Number: 301-496-5357

PART II – FOIA Request Data

- a. Number of FOIA requests pending at the end of FY 2016: 9 (This number was taken from the report you submitted last year)
- b. Number of FOIA requests received during FY 2017: 146
- c. Number of FOIA requests processed during FY 2017: 141
- d. Number of FOIA requests pending at the end of FY 2017: 14

PART III - Cost Information

A. Personnel

- 1. How many full-time FOIA staff does your IC have: 0

NOTE: A “full-time FOIA employee” is a full-time employee or contractor who performs FOIA duties 100% of the time.

- 2. How many “Equivalent Full-Time FOIA Employees” work in your IC. **Provide this number in work years:** 0.78

B. Costs

- 1. Processing Costs - Cost to your IC for FOIA processing during FY 2017:
 \$109,878